



EMPLOYMENT VERIFICATION

City of Milwaukee Employees



To verify employment or income, current and former City **employees and verifiers** must use **The Work Number®**. (For extenuating circumstances send an email to DERPayServices@milwaukee.gov.)

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

Examples of when to use **The Work Number®**:

- Buying a home or car*
- Leasing an apartment*
- Applying for a loan*

The Work Number® can be used anytime, anywhere – available 24 hours a day, 7 days a week.

◆ HOW TO USE THE WORK NUMBER® ◆

NEED PROOF OF EMPLOYMENT?

Give the person needing proof of your employment the following information:

- Your Social Security Number : □□□-□□-□□□□
- The **City of Milwaukee** Employer Code: **11692**
- The Work Number Access Options:
 - Option (a): <https://theworknumber.com/Communications/Direct/>
 - Option (b): **1-800-367-5690**

NEED TO CREATE A SALARY KEY FOR INCOME VERIFICATION?

Step 1: A Salary Key is one form of employee authorization to release income. If a verifier is requesting a Salary Key from you, please take the following steps:

- The Work Number Access Options for **Employees**:
 - Option (a): <https://theworknumber.com/Communications/Direct/>
 - Option (b): **1-800-367-2884**

Step 2: Enter the Employer Code: **11692**

Step 3: Select “I want to provide proof of employment and income.”

Step 4: You will need to enter the following information to obtain a Salary Key:

- Your Social Security Number: □□□-□□-□□□□
- Your PIN: **Last 4 digits of your SSN + your 4-digit birth year.** You will be asked to change your PIN the first time you use it.

Step 5: Select *“Prove Your Employment with a Salary Key.”*

Step 6: Select *“Create a Salary Key”* and prepare to write down the 6-digit number. □□□□□□

Step 7: Provide the person requesting the Salary Key with all of the following information:

- Your Social Security Number : □□□-□□-□□□□
- The **City of Milwaukee** Employer Code: **11692**
- Your Salary Key (*from Step 6*)
- The Work Number Access Options for **Verifiers**:
 - Option (a): <https://theworknumber.com/Communications/Direct/>
 - Option (b): **1-800-367-5690**

APPLYING TO A SOCIAL SERVICE AGENCY?

Provide this information to your case worker.

Attention Case Worker:

Please take the following steps:

Step 1: Register with *The Work Number*®.

All agencies must register to use this service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- Internet: <https://theworknumber.com/Communications/Direct/>

Step 2: Obtain an employment and income verification:

- The Work Number Access Options for **Social Service agencies**:
 - Option (a): <https://theworknumber.com/Communications/Direct/>
 - Option (b): **1-800-660-3399**
- Enter your registered fax number.
- Enter the following information when instructed:
 - a) **City of Milwaukee** Employer Code: **11692**
 - b) Employee’s Social Security Number: □□□-□□-□□□□
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.

***The Work Number*® Client Service Center**

- **1-800-996-7566** (Voice)
- **1-800-424-0253** (TTY – Deaf)